

LIBRARIAN I (#2266)

Work location Barron Black Homework Center, 6700 E. Tanners Creek Drive, Norfolk. Monday through Friday, Saturday and Sunday rotation and some evening hours until 8:00 p.m.

Description:

Manages the Barron Black Homework Center. Work involves a wide knowledge of books, print and electronic resources and modern library techniques; selection of books and other materials; and provision of reference services to the public.

Essential Functions:

- ◆ Oversees the Homework Center and supervises/trains staff members.
- ◆ Plans and implements library services and programming to children and young adults.
- ◆ Responds to difficult reference/information requests.
- ◆ Assists patrons searching for information using on-line/electronic resources and material collection.
- ◆ Plans and implements community outreach.
- ◆ Assists in selecting/recommending acquisition of materials after reading professional reviews.
- ◆ Assists in weeding materials.
- ◆ Ability to develop age appropriate and creative activities to a widely diverse community.
- ◆ Ability to perform storytelling, puppeteering and other related performance activities.
- ◆ Ability to sit/stand for extended periods of time, lift from ground to waist and above the waist, push, pull, bend, stoop and climb a step stool and narrow steps. Ability to perform tasks requiring manual dexterity.
- ◆ Valid driver's license.

Education/Experience:

Requires equivalent to graduation from a four-year accredited college or university with an American Library Association accredited master's degree in library or information science. Must be eligible for and obtain certification as a Librarian by the Commonwealth of Virginia's State Board for Certification of Librarians within six months of employment. The preferred candidate will have an undergraduate degree in Early Childhood Development or Education and experience with children and young adults.

STARTING SALARY: \$31,985 - \$33,605Yr.

DEPT./BUREAU: Public Library/Barron Black Homework Center

CLOSING DATE: April 9, 2002, 5:00 p.m.